

**MILWAUKIE PLANNING**

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Final Plat Checklist and Procedures

All applications for partitions and subdivisions require submission of final development plans and supporting information in accordance with the Milwaukie Land Division Ordinance. In special cases, certain items listed below may not be required and can be waived by staff. All items below must be submitted except when authorized by staff signature at the end of the form. Errors, omissions, or poor quality may result in the application being rejected or declared incomplete pursuant to the Milwaukie Zoning Ordinance and/or Land Division Ordinance.

One hard copy and an electronic version of all submittal materials are required.

Application Checklist

1. Detailed description identifying how the final plat complies with each condition of approval specified in the notice of decision for preliminary plat.
2. Detailed description of changes to the preliminary plat that were not specified in the preliminary notice of decision.
3. Detailed description of how the proposal complies with Land Division Ordinance Section 17.12 Application Procedure and Approval Criteria.
4. The following information shall be shown on the final plat:
 - a. The date, scale, north point, legend, plat boundary, and controlling topography such as creeks and highways.
 - b. Legal description of the tract boundaries.
 - c. Name of the owner(s), applicant(s), and surveyor.
 - d. Reference points of existing surveys identified, related to the plat by distances and bearings, and referenced to a field book or map as follows:
 - 1) Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the subdivision.
 - 2) Adjoining corners of adjoining subdivisions.
 - e. Other monuments found or established in making the survey of the subdivision or required to be installed by in accordance with the Land Division Ordinance.
 - f. The exact location and width of streets and easements intersecting the boundary of the tract.
 - g. Lines with dimensions, bearings or deflection angles, radii, arcs, points of curvature, and tangent bearings for tract, lot, and block boundaries; street right-of-way; and centerlines. Tract boundaries and street bearings shall be shown to the nearest second with basis of bearings approved in advance by the County Surveyor. All distances shall be shown to the nearest hundredth of a foot. No ditto marks may be used.
 - h. The width of the portion of streets being dedicated, the width of any existing right-of-way, and the width of each side of the centerline. For streets on curvature, curve data

shall be based on the street centerline and, in addition to the centerline dimensions, the radius and central angle shall be indicated.

- i. Easements denoted by fine dotted lines, clearly identified, and (if already of record) their recorded reference. If an easement is not of-record, a statement describing the easement. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the subdivision or partition. If the map is dedicating the easement, it shall be properly referenced in the owner' s certificates of dedication.
 - j. Lot numbers beginning with the number "1" and numbered consecutively.
 - k. Land tracts to be dedicated or reserved for any purpose, public or private, as distinguished from residential lots intended for sale.
 - l. References to any agreements, including conditions of approval or special building restrictions that will be recorded with the plat.
 - m. The following certificates, which may be combined where appropriate:
 - 1) A certificate signed and acknowledged by all parties having any recorded title interest in the land, consenting to the preparation and recording of the plat.
 - 2) A certificate signed and acknowledged as above, dedicating all parcels of land shown on the final map as intended for any public use, without any reservation or restriction whatsoever, except those parcels which are intended for the exclusive use of the lot.
 - 3) A certificate signed by the engineer or the surveyor responsible for the survey and final map. The seal and signature of the engineer or surveyor.
 - n. For middle housing land divisions, the following notations:
 - 1) The middle housing lots shown on the tentative plan were created pursuant to a middle housing land division and may not be further divided.
 - 2) The middle housing developed on the middle housing lots shown on the final plat shall remain middle housing and shall not be considered to be any other housing type as a result of the middle housing land division.
5. The following shall accompany the final plat application:
- a. A preliminary title report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary and their interest in the premises.
 - b. Sheets and drawings signed by a professional civil engineer registered in Oregon showing the following:
 - 1) Traverse data including the coordinates of the boundary of the subdivision and showing the error of closure, if any.
 - 2) The computation of all distances, angles, courses, and lot areas shown on the final map.
 - 3) Ties to existing monuments, adjacent subdivisions, and street corners.
 - 4) Profiles of finished grade at centerline of all streets and public ways and a plan profile for all utilities.
 - c. A copy of any deed restriction applicable to the subdivision.

- d. A certificate by the Engineering Director certifying that the applicant has complied with one of the following alternatives:
- 1) All improvements have been installed in accordance with these regulations and with preliminary plat approval.
 - 2) An agreement has been executed as provided in Chapter 17.32 to assure completion of all required improvements.

Application Procedures

1. The review of engineering drawings and specifications, final plats, and related information is conducted only under submission of a complete final plat application and fee submitted to the Planning Department.
2. Appointments may be made for review of final plat requirements or construction engineering through the Planning Department in advance of formal submission.
3. The Planning Department coordinates with appropriate city departments, the Fire District, and other involved agencies as needed.
4. Final plat applications are subject to Oregon Revised Statutes 227.178, which specifies the time limits within which applications must be decided.
5. Final plat applications must be submitted within 6 months of preliminary plat approval.
6. The City may withhold authorization to install public improvements pending approval of any element of the preliminary plat decision.

Please contact Milwaukie Planning staff at 503-786-7630 or planning@milwaukieoregon.gov for any questions or help with this form.

_____ Applicant Name	_____ Applicant Signature	_____ Date
_____ Waived Items	_____ Milwaukie Planner Signature	_____ Date